Printer Friendly Version

The AOC Newsletter Staff would like to give a Shout-Out to **Brenda Reeder**, Judicial Assistant to Judge James P. Smith of Madison County.

Thank you, Brenda for submitting our very first feature article, *Eight Rules for Judicial Time Management*.

Please take the time to read this very insightful article on Page Two …

If you would like to submit an article for the AOC Newsletter, please email us at Newsletter@alacourt.gov

Announcing NEW Updates to eCitations!

By IT Support

Updates to eCitation were just released. Some changes are to the ticket and some changes are to the Officer's Desktop software which affects how the ticket enters into our SJIS Database.

- ❖ Case Number & Name printed on side of ticket
- ❖ Suffix Field added to ticket (Jr, Sr, etc.)
- ❖ Fixed Off-Center Printed Citation image
- ❖ Added to the back of the Court Copy of ticket –
  - o Defendant's Name and Charge
  - o District Court, County, and ORI

Changes to Officer's Desktop Software...

- ❖ Popup for DUI Citations (Jailed, Released on Own Recognizance)
- ❖ Custom Citation Check will soon be added which searches for the citation in the database and verifies that the custom citation is needed...
  - o To the Clerk's office, this means that tickets will not enter into SJIS with Generic Charge Codes for Moving/Non-Moving Violations with Tcodes of T096 and T097 unless the written code is not in SJIS.

eCitation STATS:

- ❖ All of DPS using eCitations (540 Officers)
- ❖ 59 Agencies (315 Officers) trained
- ❖ eCitations accounts for 80% of all Citations
- ❖ 37% increase in Issued Citations

Eight Rules for Judicial Time Management

*By Steven Wallace, Retired Orange County, Florida, judge. Article can be found in **Judicature**, Volume 91, Number 2 September-October 2007 Issue*

Here are Eight Rules for Judicial Time Management. Some of them are more easily stated than carried out. A judge gets more than enough opportunities to make people unhappy; it ought not be because they had to wait two hours for a five minute hearing!

Rule 1: Hire the best judicial assistant you can get.

How important is one's Judicial Assistant (J.A.)? Simply stated, the JA sets the court's calendar, and the less time management abilities the judge possesses, the more the J.A. had better have. In many respects, a J.A. will be making judge-like decisions, exercising discretion in dozens of ways that impact upon the lives of litigants. He or she has to be bright enough to function in a stressful, demanding job, and also be willing to think that the prestige and the opportunity to serve make it worthwhile.

Rule 2: Start on time.

As a general rule, there will never be enough working hours available for a judge to do what needs to be done. A judge will lose part of his or her grip on the handle unless making a habit of getting started on time. When a judge is not on time it has a domino effect throughout the remainder of the day and it puts all the other participants behind in their schedules.

Rule 3: Set priorities for completion.

A judge should assign priorities so that he or she controls the work and not visa versa. A judge shouldn't assume that progress is being made just because he or she is putting in long hours. If it's not quality time, it may be wasted time. Setting priorities is necessary in the courtroom too. Court time is so precious—and expensive—a judge's position as a public servant mandates that it be used in such a way that the taxpayers' money is well spent. Sometimes that means establishing time limits, or interrupting and redirecting the flow of proceedings.

Rule 4: Work a full day.

There's just no way that a judge can maintain control of a caseload unless committed to putting in the necessary hours. While that black robe may be the symbol of incomparable authority, a judge still works for the community, is paid to perform a fulltime job, and cheats if unwilling to perform as the work requires.

Rule 5: Don't talk too much.

People don't come to the courtroom to listen to the judge talk. They come because they have to be there, and they all want to leave as soon as possible. So a judge ought to be succinct. The judge and the record will be better off as a result.

Rule 6: Don't let the lawyers or litigants run the show.

A judge must politely but firmly direct the flow of court proceedings, even if it means abbreviating the opportunity for a client or his lawyer to have the floor. Otherwise, the long hours a judge (and attendant court personnel) expend will be tiring, but not as productive as they ought to be.

Rule 7: Minimize continuances.

If a judge falls into the slothful or overly accommodating habit of permitting too many continuances, perhaps even using continuances as a docket control tool, it produces a docket out of control. The contemporary slogan "Just Say No" has more than one application.

Rule 8: Make decisions.

A judge should avoid taking matters "under advisement." A judge should be prepared, listen closely, set his or her jaw firmly, and make decisions! You can't make everyone happy. Whether they like the decision or not, they expect the judge to make it. So, DECIDE.

Interesting Fact:
A version of this article was previously published in Russian in 2003 when the author went to Russia at the behest of the ABA as part of their CEELI program to assist in the training of judges who were about to institute a new jury trial system in their criminal courts.

Technology Tip! By IT Support

How to Change Your Windows Password:

To change your Windows Password, you have to know your current password. From the desktop, press the following three keys on the keyboard at the same time: **CTRL + ALT + Delete** then select **Change Password** option.

Enter your old password, and then enter your new password. Enter the new password again to verify. Click **OK** to close the window and get back to the Windows security page. Click the **Cancel** button to take you back to Windows.

Passwords must be:

- All passwords for access into AOC must be <u>at least</u> 8 characters long. Each password must contain characters from three of the following categories:

  - ❖ English uppercase characters (A through Z)
  - ❖ English lowercase characters (A through Z)
  - ❖ Base 10 digits (0 through 9)
  - ❖ Non-alphabetic characters (for example: **! $ # %**)

- Passwords less than the above stated requirements will not be accepted.

Any Questions regarding this Technology Tip can be directed to <u>IT Support</u>.

Position Changes

We would like to inform you of following position changes at AOC:

- **Lynne Spencer has transferred from the Print Shop to Judicial College.**

If you know of any position changes, please email <u>Newsletter@alacourt.gov</u> with detailed information about the employee and the position.
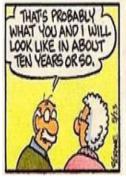
The Funnies!!!

Got Computer Troubles?

AOC's Court Services / IT Division has the solution to your Computer Needs.   We are here to Rescue You!

- ❖ **PC HelpDesk**
- ❖ **SJIS HelpDesk**
- ❖ **IT Support**

Need Assistance with your PC?
PC, Scanner, or Printer – Equipment Requests
Hardware & Software - Installation, Setup and Repair
eForms Support and eMail Support - Account Resets

Please contact *PC HelpDesk* at **1-866-954-9411** Option 1, Option 1 or 2
Or eMail us at: PCHelp@alacourt.gov

State Judicial Information Systems (SJIS)

For Assistance with all SJIS related issues such as: all Entry, Printing, Data Transfer, Employee Access, and Output issues...

Please Contact the **SJIS HelpDesk** at: 1-866-954-9411 Option 1, then Option 3, or 4
Or eMail us at: SJISHelpDesk@alacourt.gov

For Assistance with these Web-Based Applications, Please contact IT Support

Please contact **IT Support** at: 1-866-954-9411 Option 1, then Option 5
Or Email us at: ApplicationSupport@alacourt.gov